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OC-0425-86
1 May 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Communications

SUBJECT:

Weekly Report

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25X1

5. On 24 April, OC representatives visited with Major Lawrence J. Kimmel, Chief, Security Division, White House Communications Agency (WHCA), to discuss communications security and computer security accreditation authority WHCA would like the Agency to assume on their behalf. WHCA will be formally surfacing their requirements at the Director of Central Intelligence (DCI) level based on their assertion that the DCI is the designated accreditation authority for all non-national Foreign Intelligence Board agencies.

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8. A copy of the recently published OC Telecommunications Officer Career Profile and a copy of OC's standardized Evaluation Worksheet has been forwarded to the Directorate of Administration, Career Management Staff as part of OC's effort to implement recommendations contained in the Inspector General's report on the Headquarters elements of OC.

9. The Memorandum of Understanding (MOU) between the Office of Personnel (OP) and OC concerning the Experimental Pay System (Grade Banding) experiment is being updated and expanded to cover the recently banded OC Field Engineers. Key points concerning the administration of the program are the establishment of a performance appraisal system, evaluations, increment awards,

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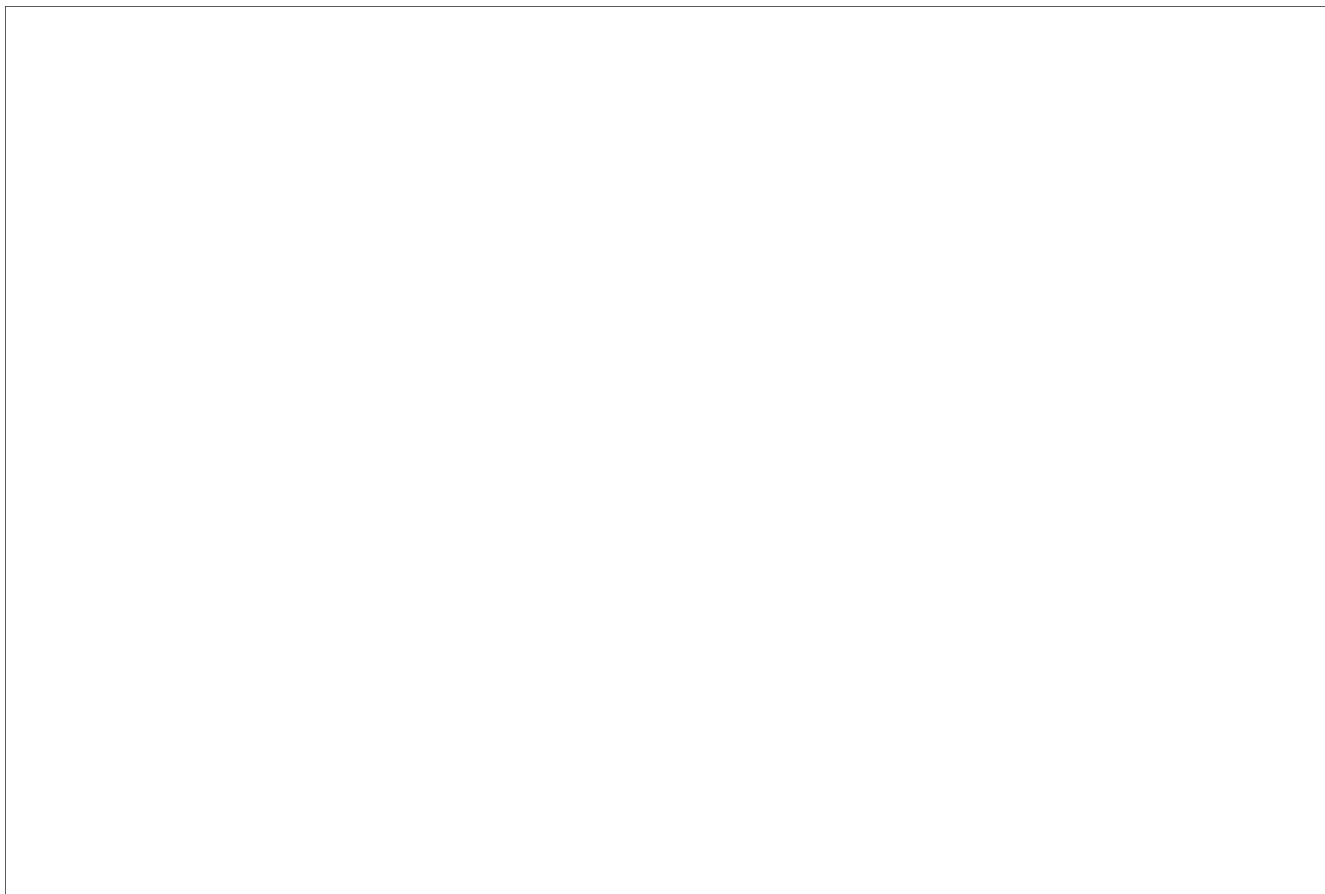
titles, and reporting of comparison costs of the experiment to the GS system. OC and OP will continue to refine this agreement as dictated by the system's operation.

10. In concert with the celebration of National Secretaries Week, several events of interest were scheduled for OC employees.

25X1 [redacted] Office of Training and Education, gave a presentation on the topic of Managerial/Secretarial-Clerical Interfacing and Ms. Luz Diago, a certified color analyst with Rose Petals, was invited to conduct a seminar on Seasonal Color Theory as it applies to clothing and makeup. Additionally,

25X1 during the week an open house reception was held for [redacted]

25X1 [redacted] celebrating her selection as DA Secretary of the Year. All events drew maximum attendance and were appreciated by all participants.



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Distribution:

Original - OC-EXA Subject
1 - OC/OL/ISC
1 - D/CO, C/OPS, Division Chiefs
 & Division Secys via Wang

Note: Weekly Report sent to the DDA via the VM/Wang interface.